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**FISCAL YEAR 2015
CHILD AND ADULT CARE FOOD PROGRAM
OPERATIONAL MEMORANDUM #2**

TO: Child and Adult Care Food Program Institutions

FROM: Marla J. Moss, Director
Office of School Support Services

DATE: October 15, 2014

SUBJECT: NEW EDIT CHECK FOR SHIFT MEAL SERVICE

Beginning with the Fiscal Year (FY) 2015 claims, shifts must be listed in the Child and Adult Care Food Program (CACFP) application on the meal service times pages if the center serves the meal/snack to two different groups of children. Shift meal service is defined as a meal or snack served at different times (shifts) to two different group of participants.

Serving meals in shifts must be indicated on your application and approved.

Example: A half day Head Start cares for a first group in the morning and then a second group in the afternoon. There are **two lunch shifts** to accommodate the two different groups of children. In the screen shot below, the lunch period shows the two lunch shifts:

I am requesting special meal times that do not match the required limits: ☒

Site Capacity:70

Breakfast 6:00 am - 9:30 am				AM Snack 9:30 am - 10:30 am				Lunch 10:30 am - 1:30 pm			
No. of Shifts	Start	End	Number of Participants	No. of Shifts	Start	End	Number of Participants	No. of Shifts	Start	End	Number of Participants
1	8:45	9:05	70	0				1	11:30	12:00	70
0				0				1	1:10	1:40	70

PM Snack 1:30 pm - 4:30 pm				Supper 4:30 pm - 6:30 pm				Evening Snack 6:30 pm - 9:00 pm			
No. of Shifts	Start	End	Number of Participants	No. of Shifts	Start	End	Number of Participants	No. of Shifts	Start	End	Number of Participants
1	4:10	4:30	70	0				0			
0				0				0			

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608 WEST ALLEGAN STREET • P.O. BOX 30008 • LANSING, MICHIGAN 48909
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If an institution serves three shifts of children, the children would be grouped in two shifts and the number of participants and times adjusted accordingly.

It is no longer acceptable to simply list a longer meal service time for the meal or snack (i.e. 10:30 a.m. – 1:00 p.m. for lunch). The Claim System will not allow claimed meals that exceed the following equation:

Number of Days Meals are served (at site) x Site Capacity x Shifts

If you have any questions regarding this memorandum, you may contact the Child and Adult Care Food Program at 517-373-7391.